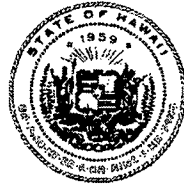


DAVID Y. IGE
GOVERNOR



HAKIM OUANSAFI
EXECUTIVE DIRECTOR

BARBARA E. ARASHIRO
EXECUTIVE ASSISTANT

STATE OF HAWAII
HAWAII PUBLIC HOUSING AUTHORITY
1002 NORTH SCHOOL STREET
POST OFFICE BOX 17907
HONOLULU, HAWAII 96817

IN REPLY PLEASE REFER TO:
19:CPO/320

December 6, 2019

TO: Interested Parties

FROM: Rick T. Sogawa 
Procurement Officer

SUBJECT: Request for Proposals No. CO-2019-30, Addendum No. 9
Various Consulting Services

This Addendum No. 9 is to: 1) amend the RFP; 2) provide responses to written questions received up until November 7, 2019; and 3) provide clarification as follows:

Part I – Amendments to the RFP:

1. Subparagraph B. 2. Subcontracting on page 19 of the RFP is hereby amended to read as follows:

"2. Subcontracting

No work or services shall be subcontracted or assigned without the prior written approval of the HPHA. No subcontract shall under any circumstances relieve the Successful Offeror of his/her obligations and liability under the Contract with the HPHA. ~~All persons engaged in performing the work covered by the Contract shall be considered employees of the Successful Offeror.~~

2. Subparagraph 5.a)1) on page 45 of the RFP is hereby amended read as follows:

"1) Section 8 PBCA Fee: the percentage of the Base Fee that the Successful Offeror requires from the HPHA for the administrative and operations of the HPHA Section 8 PBCA program. The Base Fee is ~~two~~ 1.9 percent (2% 1.9%) of the total Contract Rent for the period that the PBCA program is transferred from HUD to the HPHA Final Fair Market Rent (FMR) for a 2-bedroom unit for the FMR area in which the project is located, as published by HUD, for the Federal Fiscal Year that includes the month for which the HPHA claims the fee; and

3. Subparagraph E.1.a)1)i. on page 54 of the RFP is hereby amended read as follows:

"i. A percentage of the Based Fee that the Successful Offeror requires from the HPHA for the administrative and operations of the HPHA Section 8 PBCA program. The Base Fee is ~~two~~ **1.9 percent (2% 1.9%)** of the ~~total Contract Rent~~ for the period that the PBCA program is transferred from HUD to the **HPHA Final Fair Market Rent (FMR) for a 2-bedroom unit for the FMR area in which the project is located, as published by HUD, for the Federal Fiscal Year that includes the month for which the HPHA claims the fee;** and

4. Subparagraph b) 3) Disbursement Section 8 payments under Task # 2 (IBTS Task # 6 "Review, verify, and authorize monthly Section 8 vouchers") as issued in Addendum No. 7 dated November 27, 2019, is hereby amended to read as follows:

"3) Disburse Section 8 payments to owners to include:

After the Successful Offeror has approved the owner's Section 8 voucher (see paragraph 1 of this section), **the Successful Offeror shall create and submit an ACH payment file to the HPHA.** The HPHA shall disburse housing assistance payments to the owner by an electronic fund transfer;"

5. A new Subparagraph j is added to the scope requirements for Section 8 PBCA services as follows:

"j) The Successful Offeror is responsible in preparing and issuing the IRS 1009 forms to the property owners."

6. All other terms and conditions of the RFP, as previously amended, shall remain the same.

Part II – Response to Written Questions:

A. General RFP Questions

Question 1. RFP CO-2019-30 Article XVII suggests that award will be made to one successful offeror who will enter into 4 contracts, one for each service component. But article C on pg. 20 suggests single and multiple awards. Since some firms may not be able to, or want to, provide all 4 components, is HPHA allowing firms to respond to the components they are interested in or are respondents required to address all components?

Response: Respondents are required to address all service components in their proposal submittal. Article C on page. 20 is amended in Addendum No. 1 to reflect multiple contract award with the notation that a single award will be made for execution of four contracts, one contract for each service component.

Question 2. Is the Hawaii Public Housing Authority re-procuring these contracts due to any issues or concerns related to the incumbent's current performance? If so, please specify.

Response: No.

Question 3. Does the incumbent's current contract include a transition in/out plan, and if so can the offeror's have access to this information? What is the timeline and general expectations for this transition?

Response: Amongst the four service components solicited, current contracts exist only for quality control service review of tenant income recertification files and Section 8 PBCA services. There are no transition requirements for the quality control service review services. For the Section 8 PBCA services, transition is expected to start on January 1, 2020 or upon the HPHA's issuance of a Notice to Proceed and in compliance with the PBCA Working Group Transition Guidebook (July 2011 or as amended by HUD).

Question 4. On Page 11, what are the "Cost Principles" and how are they utilized by HPHA?

Response: Cost principles provided in section 3-123, Hawaii Administrative Rules, is available at the State Procurement Office Website:
<http://spo.hawaii.gov/wp-content/uploads/2013/11/3-123.pdf>.

The cost principles will be utilized if a contract is awarded with inadequate price competition.

Question 5. Page 9 discusses a provision that the service provider can't begin work until given a Notice to Proceed. How long after contract award will the Notice to Proceed be issued?

Response: The timeline for issuance of a Notice to Proceed varies depending on the time it takes to fully execute the contract by the HPHA and the Successful Offeror.

Question 6. On page 43, What does c) Agree that all personnel shall be considered employees of the Successful Offeror." mean? Does this simply mean that contractor will be responsible for all subcontractor's actions with respect to this contract?

Response: Yes.

Question 7. Page 52, Letter f, the RFP ask for the submission of a "numerical outline." Can you clarify what is meant by this?

Response: The numerical outline is the table of contents.

Question 8. In several places you state – Reimbursable travel costs shall be paid through other means, such as State purchase order

- a. Please explain, what entity within the State Government will be approving the State purchase order, and what criteria they will be using

Response: The HPHA Contract Administrator shall approve the reimbursable travel costs and generate the State purchase order (PO).

- b. Please provide the State PO documents and associated billing requirements.

Response: See attached Exhibit 1 for sample PO document. Billing shall be in accordance with the contract to include supporting documentation of expenses incurred. See pages 46 and 47 of RFP.

- c. Please show the State budget for such expenditures.

Response: The State budget is available at
[http://www.hpha.hawaii.gov/boardinfo/packets/2019/HPHA%20Regular%2006.20.19%20\(signed\).pdf](http://www.hpha.hawaii.gov/boardinfo/packets/2019/HPHA%20Regular%2006.20.19%20(signed).pdf).

Question 9. On page 42, under Section 2 Scope of Work, Item B, paragraph 1, the No Compete Clause is referenced.

- a. Is the No Compete Clause applicable to work outside of Hawaii State lines or only in the state of Hawaii?

Response: The No Compete Clause is applicable to services servicing the population in the State of Hawaii.

Question 10. Can you provide a copy of the current ACC contract between and HPHA and HUD?

Response: Yes. See Exhibit 2.

Question 11. Section I Administrative Overview. V. It is highly recommended that Offerors inspect the properties to familiarize themselves with existing conditions, and the extent and nature of work to be performed. Does this language apply to this RFP? Do we need to see the properties and determine existing conditions to do the work? If the answer is yes, will there be an opportunity to tour the properties with staff so that we can see the inside of units and common areas?

Response: The referenced language does not apply to this RFP. Language has been amended via Addendum No. 3, issued on November 15, 2019.

Question 12. Section I Administrative Overview. VIII. Discussions may be conducted with Offerors to promote understanding of HPHA requirements. Will these discussions occur individually? Will discussions occur before proposal deadline? Will information provided in the discussion be disseminated to other potential Offerors in an addendum to the RFP?

Response: Discussions with offerors shall be conducted prior to proposal submission through a written question and written response format. Response to written questions will be issued as an addendum to the RFP and will be emailed to interested offerors who had registered with the HPHA. All addenda issued are made available to the public and posted to the HPHA procurement website at http://www.hpha.hawaii.gov/procurement/rfp_co_2019_30/index.html and the State Procurement Office Hawaii Awards & Notices Data System (HANDS) website at <https://hands.ehawaii.gov/hands/opportunities/opportunity-details/18632>.

Question 13. Section 2 Scope of Services. III. B. 2. No work or services shall be subcontracted or assigned without the prior written approval of the HPHA. How do we propose subcontractors in our proposal?

Response: Services of subcontracted work shall be incorporated into the Offeror's proposal. Subcontracting/assignment of work after award and after contract shall be subject to the prior written approval of the HPHA.

Question 14. Section 2 Scope of Services. II. B. 2. All persons engaged in performing the work covered by the Contract shall be considered employees of the Successful Offeror. Section B.2 of the Scope of Services states, in part: "No work or services shall be subcontracted or assigned without the prior written approval of the HPHA ... All persons engaged in performing the work covered by the Contract shall be considered employees of the Successful Contractor." However, if the Successful Contractor obtains HPHA's approval to subcontract work, the subcontractor would be a subcontractor, not an employee of the Successful Contractor. Since there are legal ramifications to misclassifying workers, can the last sentence of this section be removed? The Successful Contractor will still have the same liability and obligations under this agreement if this sentence is removed based on the rest of the language in Section B.2 ("No subcontract shall under any circumstances relieve the Successful Offeror of his/her obligations and liability under Contract with the HPHA.").

Response: Yes. Subparagraph B. 2. Subcontracting on page 19 of the RFP has been amended via Addendum No. 3 issued on November 15, 2019.

Question 15. Section 2 Scope of Services. IV. B. 2. Offerors shall be . . . with minimum combined personnel experience in each of the following: etc. Is HPHA requiring only 5 years of experience in each of the areas? This section seems to say that but contradicts Section 3, III.B. which states a minimum of 10 years of combined experience in each of the areas.

Response: Subparagraph B. 2. Experience and Capability on page 42 of the RFP has been amended via Addendum No. 3 issued on November 15, 2019.

Question 16. Section 2 Scope of Services. IV.B. 3. b. Dedicate a PPC for the resulting contract. Does HPHA expect that each of the four contracts will have a separate PPC assigned?

Response: Offeror shall determine in their proposal whether or not each of the four contracts will have a separate PPC assigned.

Question 17. Section 2 Scope of Services. IV. B. 3. c. All persons engaged in performing the work covered by the Contract shall be considered employees of the Successful Offeror. Section B.2 of the Scope of Services states, in part: "No work or services shall be subcontracted or assigned without the prior written approval of the HPHA ... All persons engaged in performing the work covered by the Contract shall be considered employees of the Successful Contractor." However, if the Successful Contractor obtains HPHA's approval to subcontract work, the subcontractor would be a subcontractor, not an employee of the Successful Contractor. Since there are legal ramifications to misclassifying workers, can the last sentence of this section be removed? The Successful Contractor will still have the same liability and obligations under this agreement if this sentence is removed based on the rest of the language in Section B.2 ("No subcontract shall under any circumstances relieve the Successful Offeror of his/her obligations and liability under Contract with the HPHA.").

Response: Yes. Subparagraph B. 2. Subcontracting on page 19 of the RFP has been amended via Addendum No. 3 issued on November 15, 2019.

Question 18. Section 2 Scope of Services. IV.B.5.c.2. and Allowable reimbursement for travel costs. Rates of reimbursement for travel are much lower than DoD per diem rates. These are: Lodging at \$177 per day and Meals at \$119 per day. Incidentals at \$30 per day.

Response: Actual costs above the allowable reimbursable travel rates shall be the responsibility of the Successful Offeror. The Successful Offeror shall obtain prior written approval from the HPHA for reimbursable travel cost deviations from the requirements and specified rates. Refer to pages 46, 47 and 56 of the RFP.

Question 19. Section 4 Evaluation and Reward. V.D. Offers are solicited on an “all or none” basis. Failure to submit offers for all items and quantities listed shall be cause for rejection. Is it possible to propose on only portions of the scope of work? HPHA expects to find one contractor with the expertise to perform all of these functions?

Response: Offerors are required to submit a proposal to include all service components. Offerors may propose to subcontract service components in his/her proposal.

Question 20. Attachments provided online with the RFP don't match the attachments in this list. There are several attachments missing and the labeling of the attachments included is incorrect. Please provide all attachments listed and accurately labeled or update Section 5.

Response: The attachments provided online for Section 5 of the RFP are verified to match the attachment documents listed in the RFP. The attachments numbers are labeled on each attachment on the upper right hand corner in all capital letters. There is a typographical error on the State Procurement Office HANDS website titled “rfp_co_2019_31_attach12_19.PDF” file, where it should read “rfp_co_2019_30_attach12_19.PDF.” However, the attachments provided are correct as it relates to Attachments 12 through 19.

Question 21. 103 D HRS. Discusses cost principal's adopted. Please describe cost principal's adopted.

Response: Cost principles provided in section 3-123, Hawaii Administrative Rules, is available at the State Procurement Office Website:
<http://spo.hawaii.gov/wp-content/uploads/2013/11/3-123.pdf>.

The cost principles will be utilized if a contract is awarded with inadequate price competition.

Question 22. Section 2. E. Contract Price Adjustments other than wage adjustments. Please describe the methodology for recovering costs outside the wage, and insurance related costs. Examples may include: Per-Diem, HUD reimbursement adjustments and Employee benefits.

Response: Price adjustments methodology is provided in Section 21 of the State 103D General Conditions in Attachment 10 of the RFP. Offerors are advised to account for overhead and other expenses into the price proposals.

Question 23. Allowable reimbursements. Does billable travel have to be approved in advance by the HPHA?

Response: Yes. A travel narrative shall be provided for travel for LIHTC Training and RAD services. See page 55 of the RFP. As these services require coordination with HPHA for training facility, meeting arrangements, etc., travel shall be approved by the HPHA in advance.

Question 24. Section 4. 1. Evaluation Criteria. What will be considered an acceptable number of points out of the 100 for purposes of considering a no bid or rebid by HPHA? Is there a process where we can evaluate our scoring?

Response: Proposals shall be classified initially as acceptable, potentially acceptable, or unacceptable. If numerous acceptable and potentially acceptable proposals are submitted, the evaluation committee may rank the proposals and limit the priority list to three (3) responsible Offerors who submitted the highest-ranked proposals. If there are fewer than three (3) acceptable or potentially acceptable proposals, the HPHA shall not be required to hold discussions with the Offerors who submitted unacceptable proposals.

The Evaluation Criteria provided on pages 59 through 61 of the RFP can be used as a tool for Offeror's to evaluate their own proposals.

Question 25. General Question. Would HPHA entertain using an interlocal agreement if the winning contractor is a department of another housing authority.

Response: No.

Question 26. Why is there such a short turnaround time for submission of proposals for this significant and important range of tasks?

Response: Proposal deadline has been amended to December 13, 2019. See Addendum No. 8 issued on December 2, 2019.

Question 27. The RFP lists 4 specific components. What does the statement "A single award may be issued for execution of up to four (4) contracts, one contract for each service component" mean? Is it possible that there could be 4 different contracts with 4 different and unique contractors?

Response: A single award will be issued for the proposals that is determined to be most advantageous to the HPHA and four (4) contracts will be executed with the single awardee. Offeror's are required to submit a proposal to include all four (4) service components, therefore, it is not possible to have different contracts with 4 different and unit contractors.

Question 28. Is HPHA able and willing to award contracts to more than one contractor?

Response: No.

Question 29. A permanent office is specified in the RFP, with a "location and phone number to be provided in the submittal." What acceptable evidence is required to show proof of location?

Response: Evidence is not required to substantiate the permanent office location in the proposal submittal.

Question 30. Section 3 & 4. D Financial. In the evaluation of the bid, up to 5 points will be awarded based on the reasonableness of the offerer's price proposal. In the evaluation of the bid it states "Award will be made to the responsive and responsible offeror whose proposal conforms to the solicitation and will be most advantageous to the HPHA with consideration to price. Is there a double standard for price? If we have a higher overall score but a higher price, is it possible that we could lose the bid? If so please explain.

Response: No. There is no double standard for price. As it relates to award, the price component has a 5 point or 5 percent weight on the total score of 100 points or 100 percent. The overall proposal score is based on the evaluation criteria provided on page 59 of the RFP.

Question 31. XXII Cost Principles. The HPHA shall utilize standard cost principles in section 3-123, HAR, which are available on the SPO website. Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law. **3-123-1 4(b) These cost principles are not applicable to: (1) Contracts awarded on the basis of competitive sealed bidding.** What are the cost standards?

Response: Cost principles provided in section 3-123, Hawaii Administrative Rules, is available at the State Procurement Office Website:
<http://spo.hawaii.gov/wp-content/uploads/2013/11/3-123.pdf>.

The cost principles will be utilized if a contract is awarded with inadequate price competition.

Question 32. How will HPHA ensure they will not solicit staff of the winning offeror during the period of performance or 12 months after?

Response: HPHA is an Equal Opportunity Employer. Vacancy announcements are posted on the State Department of Human Resources website and the HPHA website.

Question 33. If the RFP is updated, will the offerors be able to submit additional questions?

Response: Yes, but the HPHA is not obligated to provide a response.

Question 34. Section I Administrative Overview. VII. D. Wages and Labor Law Compliance. Is this only referring to Offerors who will have employees in Hawaii or does this also refer to employees who work outside the state of Hawaii?

Response: This requirement applies to Offerors who have employees working in the State of Hawaii and working outside the State of Hawaii.

Question 35. Section I Administrative Overview. VII. D. Wages and Labor Law Compliance. If the contract price/costs is paid for with HUD Federal funding, would Section 103D-309 apply?: 103D-309(b) In any contract involving not only state or county funds but supplemental funds from the federal government, this section shall be applicable only to that portion of the contract price as is payable out of state or county funds. As to the portion of the contract price as is expressed in the contract to be payable out of federal funds, the contract shall be construed to be an agreement to pay the portion to the contractor, only out of federal funds to be received from the federal government.

Response: No. Section 103D-309 does not apply if the contract is paid with 100 percent HUD Federal funds.

Question 36. Section I Administrative Overview. VII. D. Wages and Labor Law Compliance. If the Offeror is already certifying and paying wages above the wages paid to State of HI employees performing similar work in accordance to Section 103-55, is the Offeror required to ask to increase wages if the Offeror does not ask for an increase in the contract price?

Response: No.

Question 37. Section 3: Proposal Forms and Instructions. III. E. For items that are fixed fee, can the fee be adjusted annually to accommodate increases in salaries?

Response: All fee increases must be stated in the proposal. The HPHA will consider request for increases as a result of wage increase to public officers and employees during the contract period or any option period that are not

published by the State Department of Human Resources Development at the release of this RFP. See paragraph D. Wages and Labor Law Compliance on page 5 of the RFP.

Question 38. Section 3: Proposal Forms and Instructions. III.E. Rates of reimbursement for travel are much lower than DoD per diem rates. These are: Lodging at \$177 per day and Meals at \$119 per day. Incidentals at \$30 per day.

Response: Actual costs above the allowable reimbursable travel rates shall be the responsibility of the Successful Offeror. The Successful Offeror shall obtain prior written approval from the HPHA for reimbursable travel cost deviations from the requirements and specified rates. Refer to pages 46, 47 and 56 of the RFP.

Question 39. Attachments. Please provide the order of precedence for the following documents: State of Hawaii Special Conditions, General Conditions, form HUD5370-C General Conditions for Non-Construction Contracts.

Response: In the event there is a conflict between the State and Federal General Conditions, the more restrictive shall apply. In the case of a conflict between the Special Conditions and the General Conditions, the Special Conditions shall apply. See page 9 of the RFP.

Question 40. Section 2: Scope of Work. B Administrative Requirements and Minimum Qualifications. C. Personnel Project Organization and Staffing. 2. Staff Qualifications. We have around 50 relevant employees pertaining to the Scope of Work. Do you want resumes and responsibilities for all 50 or only the leadership and key staff?

Response: Offerors are to determine the number of resumes to include in their proposals.

Question 41. Section 2: Scope of Services. III.D.7. If the contractor is unwilling or unable to fulfill the maximum allowable length of time on the contract, the HPHA reserves the right to assign the costs of reprourement to any payments owed under the Contract. How will these costs be established? This needs to be defined, not left open-ended.

Response: Cost of reprourement may include without limitation personnel salaries, fringe benefits, and supplies and material costs.

B. Quality Control Service Review of Tenant Income Recertification Files

Question 42. Section 2 Scope of Services. IV.B.3.d.1. Certified in occupancy and rent calculation or equivalent certification by an independent third party approved by the HPHA. Will HPHA provide a list of independent third

party certification programs they approve so Offerors can ensure that their staff are certified in programs that are approved?

Response: Certifications shall be submitted by Offerors as part of their proposal.

Question 43. Section 2: Scope of Work. IV.A.2. Quality Control Service Review of Tenant Income Recertification Files. What is the demographic of your population?

Response: The demographics of the HPHA population include a multitude of races, genders, ages, and persons with disability.

Question 44. Section 2: Scope of Work. IV.A.2. Quality Control Service Review of Tenant Income Recertification Files. What is your current review process?

Response: The HPHA review process involves verification in compliance with all HUD regulations and other requirements.

Response: See Attachment 13 of the RFP for estimated annual quality. The HPHA anticipates 100 percent review of the case files.

Question 45. Section 2: Scope of Work. IV.A.2. Quality Control Service Review of Tenant Income Recertification Files. Do you use a 6-part file to organize files? If so, are the flaps set up? If not, how do you organize your files?

Response: Yes. Organization of the files will be shared with the Successful Offeror.

Question 46. Section 2: Scope of Work. IV.A.2. Quality Control Service Review of Tenant Income Recertification Files. Do you document image your files?

Response: No.

Question 47. Section 2: Scope of Work. IV.A.2. Quality Control Service Review of Tenant Income Recertification Files. Do you use notes to file?

Response: Yes.

Question 48. Section 2: Scope of Work. IV.A.2. Quality Control Service Review of Tenant Income Recertification Files. Where are the files kept?

Response: Files are kept at each AMP management office.

Question 49. Section 2: Scope of Work. IV.A.2. Quality Control Service Review of Tenant Income Recertification Files. Will you provide space in your office for the reviewer? Will a calculator and computer be provided?

Response: No. Remote access to the case files will be made available to the Successful Offeror. See subparagraph 2. a) on page 38 of the RFP.

Question 50. Section 2: Scope of Work. IV.A.2. Quality Control Service Review of Tenant Income Recertification Files. What is your current compliance process cradle to grave?

Response: The current compliance process is to ensure compliance with all HUD regulations and requirements.

Question 51. Section 2: Scope of Work. IV.A.2. Quality Control Service Review of Tenant Income Recertification Files. What are your processes for: Annual reviews (120 days out?), Interim reviews, Grievances (Informal Review?), Reasonable Accommodations, Repayment Agreements, Interviews (Face to face or mail)?

Response: The annual reviews are conducted 120 days out. All reviews are conducted face to face with the exception of reasonable accommodations, which may be in writing.

Question 52. Section 2: Scope of Work. IV.A.2. Quality Control Service Review of Tenant Income Recertification Files. How do you do third-party verification?

Response: Documentation required from original source of income.

Question 53. Section 2: Scope of Work. IV.A.2. Quality Control Service Review of Tenant Income Recertification Files. What software do you use?

Response: Emphasys Elite.

Question 54. Section 2: Scope of Work. IV.A.2. Quality Control Service Review of Tenant Income Recertification Files. Who submits PIC information?

Response: The HPHA submits the PIC information.

Question 55. Section 2: Scope of Work. IV.A.2. Quality Control Service Review of Tenant Income Recertification Files. Do you have properties with layered subsidies?

Response: No.

Question 56. Section 2: Scope of Work. IV.A.2. Quality Control Service Review of Tenant Income Recertification Files. Do you use a hearing officer?

Response: Yes.

Question 57. Section 2: Scope of Work. IV.A.2. Quality Control Service Review of Tenant Income Recertification Files. Do you have PHA FSS/ROSS?

Response: Yes. The HPHA have PHA FSS.

Question 58. Section 2: Scope of Work. IV.A.2. Quality Control Service Review of Tenant Income Recertification Files. What is the caseload of housing specialist staff?

Response: Average 250 to 300 cases per staff.

Question 59. Describe what is HPHA's "state low-income" Public Housing (PH) program?

Response: Refer to Chapter 3-186, State-Aided Elderly Public Housing Projects, Hawaii Administrative Rules at <http://www.hpha.hawaii.gov/documents/15-186.pdf> and Chapter 15-193, State-Aided Family Public Housing Projects, Hawaii Administrative Rules at <http://www.hpha.hawaii.gov/documents/15-193.pdf>.

Question 60. What's the required QA percentage of files for the state housing program?

Response: 100 percent.

Question 61. IV Scope of Work. 2). Quality Control Service Review of Tenant Income Recertification Files. Attachment 13 does not name which kinds of programs the Offeror will be asked to monitor. In order to better prepare the appropriate checklists, may we ask the types of programs included?

Response: The programs include Federal Low-Income Public Housing, State Elderly, and State Family Low Rent.

C. Section 8 Performance-Based Contract Administration (PBCA)

Question 62. Can you provide a copy of the current ACC contract between and HPHA and HUD?

Response: Yes. See attached Exhibit 2.

Question 63. Can HPHA please provide a list of the MORs that have been approved by HUD to be conducted the months of October, November, and December 2019?

Response: Yes. Below is the list of MORs:

- Hale O Manao Lana Hou
- Hale Mahaolu Elua
- Lahaina Surf
- Hale Lahaina

- Hale Kihei
- Mana Ola Na Keanuenue
- Hale Kanaloa
- Luana Gardens II
- Luana Gardens III
- Hale Lokahi Akahi

Question 64. If the new contract has not been awarded by the time HPHA has to provide HUD with the MOR workplan for the next quarter (January, Feb and March 2020), will the incumbent propose the MORs to be completed in January, February, and March 2020?

Response: This decision would be determined based on the bet interest for the HPHA.

Question 65. If the new contract has been awarded at least one week prior to the time HPHA has to provide HUD with the MOR workplan for the next quarter (January, Feb and March 2020), will HPHA work with new awardee and incumbent on the proposed workplan?

Response: This decision would be determined based on the bet interest for the HPHA.

Question 66. If the start date is delayed because of delay in procurement or for any other reasons, it would be assumed that the incumbent would complete MORs for the months prior to the final transition to the new contract? For example, if actual start date is 3/1, would the incumbent perform the MORs approved by HUD for January and February?

Response: This decision would be determined based on the bet interest for the HPHA.

Question 67. We expect that the incumbent would complete reports of all MORs they conducted prior to the effective date of the takeover of the new contractor within 30 days of the completion of the site visit so HPHA does not receive any disincentives. Please confirm.

Response: This decision would be determined based on the bet interest for the HPHA.

Question 68. Please provide a list of the dates all MORs performed in the last three years including rating.

Response: See attached Exhibit 4.

Question 69. Can you provide a list of all properties and the current status of all renewals and adjustments, including renewal/adjustment dates, adjustment types, renewal options?

Response: See attached Exhibit 5.

Question 70. Can you provide a list of PBCA properties that includes if they have a utility allowance or not and what methodology they used most recently (Baseline, 1st Year Utility Allowance Factor, or 2nd Year Utility Allowance Factor)?

Response: See attached Exhibit 5.

Question 71. Can you provide a list of the most recent outstanding tenant issues and their resolution status?

Response: There are no current outstanding tenant issues.

Question 72. Can HPHA provide a copy of the most recent Future Work Plan (10/1/2019-9/30/2020) submitted to HUD? (This should have been submitted to HUD in October 2019 as part of HPHA's annual reporting requirements).

Response: Yes. See attached Exhibit 3.

Question 73. On Page 34, the RFP discusses the requirement to complete the Quarterly Risk Assessment Report. (This requirement is part of the newer ACC and most PBCAs do not perform this function. We believe that like most PBCAs, HPHA is currently NOT required to submit this report to HUD. Will the selected contractor be required to complete this report, or will it just be required at a later date once HPHA is required by HUD?

Response: The management requirements for PBCA services issued in the RFP document has been deleted in its entirety and replaced via Addendum No. 7, issued on November 27, 2019. See Addendum No. 7.

Question 74. On page 36, Section IV, A-1 (g)(3) PBCA Training Services, the RFP discusses a master class. Is this a separate training or was this meant to be an alternative to performing the four training sessions discussed previously in this Section.

Response: Yes. The master class is a separate training.

Question 75. The RFP has a contract start date of January 1, 2020; however, the RFP does not discuss a transition period between the incumbent and the new contractor particularly in this PBCA area. Due to the nature of the PBCA contract, industry discussions have routinely settled on a minimum transition period of 75 to 90 days. This allows sufficient time to enact a successful transition of tasks from one contractor to another particularly on

the voucher aspect of the contract. Just a few of the many reasons to support a 75 to 90 day transition timeline are:

- a. A minimum 75-day period to transition the voucher function.
- b. For the voucher function, 15 days of preliminary coordination between the existing and incoming providers, followed by 60 days of the incoming provider running concurrently with the existing provider, to acquire and reconcile all tenant data and vouchers.
- c. Coordination of completion of outstanding MORs/rent adjustments/contract renewals, as well as the scheduling of future MORs. As currently prescribed, an award in December would not leave adequate time to transfer existing data, assess the portfolio, produce work plans and schedule MORs for January 2020.

How does HPHA plan to accommodate the transition? Will HPHA allow a 75-90 day transition period?

Response: Transition is expected to start on the amended contract start date of February 1, 2020 or upon the HPHA's issuance of a Notice to Proceed and in compliance with the PBCA Working Group Transition Guidebook (July 2011 or as amended by HUD).

Question 76. Does HPHA have a transition clause with the current service provider? If so, what provisions are included?

Response: Transition shall be in accordance with the PBCA Working Group Transition Guidebook (July 2011 or as amended by HUD).

Question 77. Can HPHA require that the existing service provider transfer tenant data as required with the HUD TRACS MAT guide requirement for History baselines, or better (ie database transition)?

Response: This decision would be determined based on the best interest for the HPHA.

Question 78. Is the existing provider's software compliant with the TRACS MAT Guide provisions for History Baseline files?

Response: Yes.

Question 79. Will the incumbent be able to meet with the new service provider within 1 week of contract award or contract start date?

Response: Yes. One week prior to the contract start date.

Question 80. Will the incumbent transfer all files electronically to the new service provider?

Response: This decision would be determined based on the best interest for the HPHA.

Question 81. Are HAP and Admin payments from LOCCS deposited to an HPHA bank account or an account maintained by the service provider? If by HPHA, does the service provider provide an ACH file to HPHA, for each LOCCS HAP transfer? Please describe the payment process.

Response: The HAP and Admin payments from LOCCS are deposited into two respective HPHA bank accounts. The bank accounts are maintained by the HPHA. Yes, the service provider is required to provide an ACH file to the HPHA for each LOCCS HAP transfer. The HPHA will upload the ACH file to the bank to authorize payment.

Question 82. On Page 29, what does this mean: "Eligible claims must be pre-approved by the PHA before being submitted with owner's monthly voucher." Does HPHA have to approve all special claims? If yes, how does the paper flow/timing work on this now?

Response: The management requirements for PBCA services issued in the RFP document has been deleted in its entirety and replaced via Addendum No. 7, issued on November 27, 2019. See Addendum No. 7.

Question 83. We assume that HPHA is currently responsible for making the payments to the owners for the approved vouchers? Please confirm.

Response: Payments are made via American Savings Bank ACH pass-thru system. The ACH payment file is created by the current Contractor which distributes monies via direct deposit to the property owners/managing agents.

Question 84. Does HPHA issue 1099 forms to any of the properties in the portfolio, and if so what is the service provider's role if any?

Response: No. The Successful Offeror is responsible in preparing and issuing the IRS 1099 forms to the property owners.

Question 85. Will HPHA require the incumbent to provide the Special Claims logs for at least the last 12 months, and all associated documentation, in electronic format?

Response: This decision would be determined based on the best interest for the HPHA.

Question 86. On page 54, Section F.1.a.2, it discusses disincentives. If a disincentive is imposed by HUD during the transition period because of lack of

cooperation or delay by the incumbent, will the disincentive be absorbed by HPHA or the incumbent?

Response: This decision would be determined based on the best interest for the HPHA on a case by case basis.

Question 87. On page 26, Section b.1.vii – Outlines that budget-based rent increases greater than 10% need to be submitted to HPHA for referral to HUD. This contradicts current procedures found in the Section 8 Renewal Policy re: budgets: “If the rent increase does not exceed five percent, then the CA processes the increase. If the rent increase equals or exceeds five percent, then the CA should forward the request to the AE for review.” Please clarify?

Response: The management requirements for PBCA services issued in the RFP document has been deleted in its entirety and replaced via Addendum No. 7, issued on November 27, 2019. See Addendum No. 7.

Question 88. On page 31, #5, this item says that the HAP contract must be mailed to the owner for execution. It has become common practice to utilize email for correspondence with owners and agents. Can you confirm that emailing the contracts to the owners is acceptable?

Response: The management requirements for PBCA services issued in the RFP document has been deleted in its entirety and replaced via Addendum No. 7, issued on November 27, 2019. See Addendum No. 7.

Question 89. Page 31, Items number 2 and 11 appear to be duplicates. Can you confirm or clarify?

Response: Yes, paragraph 2 and 11 on page 31 are duplicates. Paragraph 11 on page 31 of the RFP has been deleted via Addendum No. 3, issued on November 15, 2019.

Question 90. Page 31, Item 7 and 8 are contradictory as the contracts require 3 signatures (owner, PBCA, and HUD). Since HUD is last to sign the contract it would be duplicative to send them a fully executed contract once they return a copy. Please clarify?

Response: The management requirements for PBCA services issued in the RFP document has been deleted in its entirety and replaced via Addendum No. 7, issued on November 27, 2019. See Addendum No. 7.

Question 91. Page 31, #9i- the task states that the successful offeror is to notify HPHA within one business day. This is incorrect, as PBCA, HPHA, or its contractor has one business day to notify HUD of the opt out per PBCA guidelines.

Response: The management requirements for PBCA services issued in the RFP document has been deleted in its entirety and replaced via Addendum No. 7, issued on November 27, 2019. See Addendum No. 7.

Question 92. Page 32, #13 – This outlines a 45-day completion requirement. Did Hawaii execute a new PBCA contract in 2011? I believe those resulted in the shorter timeframe. The current time frame is 60 days.

Response: Yes. The HPHA did not execute a new PBCA contract in 2011. A Supplemental Contract was executed in 2011.

Question 93. Page 32, #15 – As with the above, Opt Out processing is not something most PBCAs currently perform, but is required as part of the 2011 contracts. Can you confirm what version of the ACC you are currently using.

Response: The HPHA is currently operating under the ACC Amendment of Term, Incentive-Based Performance Standards Tasks, and Fees executed in 2011.

Question 94. IV Scope of Work. 1) f) 2). Quarterly Risk Assessment Report. Is the quarterly assessment report referenced in this section related to quarterly report that was deleted from the most recent IBPS ACC?

Response: The management requirements for PBCA services issued in the RFP document has been deleted in its entirety and replaced via Addendum No. 7, issued on November 27, 2019. See Addendum No. 7.

Question 95. IV Scope of Work. 1) e) 6). Submit tenant health, safety, and maintenance issues tracking log to HUD with monthly invoices. Is this task meant to satisfy the IBPS ACC task for maintaining a tracking system for community and resident inquiries and complaints and submitting the log with monthly invoices?

Response: The management requirements for PBCA services issued in the RFP document has been deleted in its entirety and replaced via Addendum No. 7, issued on November 27, 2019. See Addendum No. 7.

Question 96. Section 3 Proposal Forms and Instructions. III.E.1.a.1.i. A percentage of the Base Fee that the Successful Offeror requires from the HPHA for the administration and operations of the HPHA Section 8 PBCA program. The Base Fee is two percent (2%) of the total Contract Rent for the period that the PBCA program is transferred from HUD to the HPHA. So our fee needs to be some amount of the 2% but not the full 2% - is that what this is saying?

Response: Yes. Please note that the referenced paragraph has been amended to reflect a Base Fee of 1.9 percent. See Part I above.

Question 97. Section 3. 2). The Successful Offeror shall absorb any and all disincentives applied to the administration fee caused by the Successful Offeror. Please provide an example and show how it should be reflected in the billing. Does this assume that there will be a separately billed Admin. component to each billed line item or is the specific?

Response: This decision would be determined based on the best interest for the HPHA.

Question 98. IV Scope of Work. A. Management Requirements – MOR. Currently HUD requires a proposed work plan submission quarterly. Who will be responsible for creating and submitting this work plan, HPHA or the contractor?

Response: The Contractor.

Question 99. IV Scope of Work. A1a2. Management Requirements – MOR.
1) The RFP states - Schedule and conduct reviews of each project in the assigned portfolio annually during the term of the ACC, using Form HUD 9834. Evaluate the owner's operating policies, procedures, and practices related to compliance with the HAP Contract. Current funding levels to perform MORs under the current ACC will not allow each project to receive a review during the year. Will the RFP be amended to reflect current funding levels?

Response: No. RFP will not be amended. In accordance with the PBCA scope requirements issued in Addendum No. 7, dated November 27, 2019, the Successful Offeror shall perform services in compliance with all HUD regulations and other requirements in effect during the term of the current HPHA ACC.

Question 100. IV Scope of Work. a) Tenant Health, Safety, and Maintenance Issues is listed, these requirements are for those PBCAs under the PBT contract. Does HPHA want the contractor to follow IBPS or PBT requirements? HPHA ACC is under the IBPS requirements. If HPHA wants the contractor to follow IBPS requirements, will the RFP be updated reflecting requirements.

Response: The management requirements for PBCA services issued in the RFP document has been deleted in its entirety and replaced via Addendum No. 7, issued on November 27, 2019. See Addendum No. 7.

Question 101. Section 3. Proposal Form and instructions. III.E.1.a.1.i. A percentage of the Base Fee that the Successful Offeror requires from the HPHA for the administration and operations of the HPHA Section 8 PBCA program. The Base Fee is two percent (2%) of the total Contract Rent for the period that the PBCA program is transferred from HUD to the HPHA. HUD bases fees on FMR as opposed to Contract Rent, does HPHA intend to use Contract Rent for the fee base?

Response: The PBCA fee shall be calculated in accordance with the current HPHA ACC. Reference has been revised to reflect Fair Market Rent. See Part I above.

Question 102. Under one of the bid tasks, Section 8 Performance-based Contract Administration, HPHA currently has a contractor. What is HPHA's expectation and timetable for transition to a new contractor?

Response: Transition is expected to start on February 1, 2020 or upon the HPHA's issuance of a Notice to Proceed and in compliance with the PBCA Working Group Transition Guidebook (July 2011 or as amended by HUD).

Question 103. What will be the role and responsibility for the current PBCA contractor in a transition? What will be the role of HUD? Who will be responsible for notification to Owners and Agents?

Response: Transition shall be in compliance with the PBCA Working Group Transition Guidebook (July 2011 or as amended by HUD) and/or as instructed by the HPHA.

Question 104. Will HPHA be responsible for communications between the old and new PBCA contractor, and if so, how will this handled?

Response: This decision would be determined based on the best interest for the HPHA.

Question 105. IV Scope of Work. Administration. Monthly & Quarterly Reports. This section refers to reports required under the PBT ACC. HPHA holds a contract with HUD under IBPS requirements. Will the RFP be updated to include IBPS requirements and exclude PBT requirements?

Response: The management requirements for PBCA services issued in the RFP document has been deleted in its entirety and replaced via Addendum No. 7, issued on November 27, 2019. See Addendum No. 7.

Question 106. IV Scope of Work. Administration. Quarterly Risk Assessment Reports. This section refers to reports required under the PBT ACC. HPHA holds a contract with HUD under the IBPS requirements. Will the RFP be updated to include IBPS requirements and exclude PBT requirements?

Response: The management requirements for PBCA services issued in the RFP document has been deleted in its entirety and replaced via Addendum No. 7, issued on November 27, 2019. See Addendum No. 7.

Question 107. IV Scope of Work. A.) 1) b) 1) vii). Submit proposed rent increases greater than 10% to the HPHA for HUD approval or disapproval. This section refers to a requirement under the PBT ACC. HPHA holds a contract with HUD under IBPS requirements. Will the RFP be updated to include IBPS requirements and exclude PBT requirements?

Response: The management requirements for PBCA services issued in the RFP document has been deleted in its entirety and replaced via Addendum No. 7, issued on November 27, 2019. See Addendum No. 7.

Question 108. IV Scope of Work. A.) 1) b) 5) ii). Decision and justification within thirty (30) calendar days of receipt of the owner's request. This section refers to a requirement under the PBT ACC. HPHA holds a contract with HUD under IBPS requirements. Will the RFP be updated to include IBPS requirements and exclude PBT requirements?

Response: The management requirements for PBCA services issued in the RFP document has been deleted in its entirety and replaced via Addendum No. 7, issued on November 27, 2019. See Addendum No. 7.

Question 109. IV Scope of Work. A.) 1) d) 9) i) ii) iii). All verbiage pertaining to Opt Outs. This section refers to a requirement under the PBT ACC. HPHA holds a contract with HUD under IBPS requirements which has removed Opt Outs from the IBPS ACC. Will the RFP be updated to include IBPS requirements and exclude PBT requirements?

Response: The management requirements for PBCA services issued in the RFP document has been deleted in its entirety and replaced via Addendum No. 7, issued on November 27, 2019. See Addendum No. 7.

Question 110. IV Scope of Work. A.) 1) d) 12). Review owners' renewal submission for completeness within seven (7) business days. This section refers to a requirement under the PBT ACC. HPHA holds a contract with HUD under IBPS requirements. Will the RFP be updated to include IBPS requirements and exclude PBT requirements?

Response: The management requirements for PBCA services issued in the RFP document has been deleted in its entirety and replaced via Addendum No. 7, issued on November 27, 2019. See Addendum No. 7.

Question 111. IV Scope of Work. A.) 1) d) 13). Ensure process is completed within 45 calendar days of receipt of a complete owner's submission. This section refers to a requirement under the PBT ACC. HPHA holds a contract with HUD under IBPS requirements. Will the RFP be updated to include IBPS requirements and exclude PBT requirements?

Response: The management requirements for PBCA services issued in the RFP document has been deleted in its entirety and replaced via Addendum No. 7, issued on November 27, 2019. See Addendum No. 7.

Question 112. IV Scope of Work. A.) 1) d)14). Opt Out. This section refers to a requirement under the PBT ACC. HPHA holds a contract with HUD under IBPS requirements which has removed Opt Outs from the IBPS ACC. Will the RFP be updated to include IBPS requirements and exclude PBT requirements?

Response: The management requirements for PBCA services issued in the RFP document has been deleted in its entirety and replaced via Addendum No. 7, issued on November 27, 2019. See Addendum No. 7.

Question 113. IV Scope of Work. A.) 1) d)15). Opt Out. This section refers to a requirement under the PBT ACC. HPHA holds a contract with HUD under IBPS requirements which has removed Opt Outs from the IBPS ACC. Will the RFP be updated to include IBPS requirements and exclude PBT requirements?

Response: The management requirements for PBCA services issued in the RFP document has been deleted in its entirety and replaced via Addendum No. 7, issued on November 27, 2019. See Addendum No. 7.

Question 114. IV Scope of Work. A. 1) d)16). Ensure rent adjustments in conjunction with contract renewals must be processed in accordance with standards and AQL for PBT 2, Adjust Contract Rents. This section refers to a requirement under the PBT ACC. HPHA holds a contract with HUD under IBPS requirements which has AQL requirement for IBPS task. Will the RFP be updated to include IBPS requirements and exclude PBT requirements?

Response: The management requirements for PBCA services issued in the RFP document has been deleted in its entirety and replaced via Addendum No. 7, issued on November 27, 2019. See Addendum No. 7.

Question 115. IV Scope of Work. f) 2) 1) b). Quarterly Risk Assessment - Owner Opt Out Reports. This section refers to a requirement under the PBT ACC. HPHA holds a contract with HUD under IBPS requirements which has removed Opt Outs from the IBPS ACC. Which ACC requirements will be followed?

Response: The management requirements for PBCA services issued in the RFP document has been deleted in its entirety and replaced via Addendum No. 7, issued on November 27, 2019. See Addendum No. 7.

Question 116. IV Scope of Work. A.) 1) d) 7). Mail the original to the owner within five business days. Will HPHA require that an original copy be mailed out to the owner?

Response: The management requirements for PBCA services issued in the RFP document has been deleted in its entirety and replaced via Addendum No. 7, issued on November 27, 2019. See Addendum No. 7.

Question 117. IV Scope of Work. A.) 1) b) iv). If the HAP Contract requires the owner to maintain a reserve for replacement, analyze adjustment to the monthly reserve for replacement deposit, as required and recommend action to the HPHA. Will HPHA go to HUD for approval?

Response: This decision would be determined based on the best interest of the HPHA.

Question 118. IV Scope of Work. C) 1). Monitor owner compliance with obtaining access to and using EIV system. This section refers to requirements under the PBT ACC. HPHA holds a contract with HUD under the IBPS requirements. Will the RFP be updated to include IBPS requirements and exclude PBT requirements?

Response: The management requirements for PBCA services issued in the RFP document has been deleted in its entirety and replaced via Addendum No. 7, issued on November 27, 2019. See Addendum No. 7.

Question 119. IV Scope of Work. C) 12). Submit error tracking log to HUD Headquarters semi-annually based on Federal fiscal year. This section refers to reports required under the PBT ACC. HPHA holds a contract with HUD under the IBPS requirements. Will the RFP be updated to include IBPS requirements and exclude PBT requirements?

Response: The management requirements for PBCA services issued in the RFP document has been deleted in its entirety and replaced via Addendum No. 7, issued on November 27, 2019. See Addendum No. 7.

Question 120. IV Scope of Work. C) 12). Semi-annual period report Due Dates. This section refers to requirements under the PBT ACC. HPHA holds a contract with HUD under the IBPS requirements. Will the RFP be updated to include IBPS requirements and exclude PBT requirements?

Response: The management requirements for PBCA services issued in the RFP document has been deleted in its entirety and replaced via Addendum No. 7, issued on November 27, 2019. See Addendum No. 7.

Question 121. IV Scope of Work. C) 14) ii. Maintain a record of required corrections in an error tracking log the records errors by category and the status of its resolution. This section refers to reports required under the PBT ACC. HPHA holds a contract with HUD under the IBPS requirements. Will the RFP be updated to include IBPS requirements and exclude PBT requirements?

Response: The management requirements for PBCA services issued in the RFP document has been deleted in its entirety and replaced via Addendum No. 7, issued on November 27, 2019. See Addendum No. 7.

Question 122. IV Scope of Work. C) 14) ii. Submit error tracking log to HUD Headquarters semi-annually based on federal fiscal year within 30-days after end of semi-annual period. This section refers to reports required under the PBT ACC. HPHA holds a contract with HUD under the IBPS requirements. Will the RFP be updated to include IBPS requirements and exclude PBT requirements?

Response: The management requirements for PBCA services issued in the RFP document has been deleted in its entirety and replaced via Addendum No. 7, issued on November 27, 2019. See Addendum No. 7.

Question 123. IV Scope of Work. f) (2)(a). Analysis and discussion of the data. This section refers to requirements under the PBT ACC. HPHA holds a contract with HUD under the IBPS requirements. Will the RFP be updated to include IBPS requirements and exclude PBT requirements?

Response: The management requirements for PBCA services issued in the RFP document has been deleted in its entirety and replaced via Addendum No. 7, issued on November 27, 2019. See Addendum No. 7.

Question 124. IV Scope of Work. f) (2)(b). Vacancy Report. This section refers to reports required under the PBT ACC. HPHA holds a contract with HUD under the IBPS requirements. Will the RFP be updated to include IBPS requirements and exclude PBT requirements?

Response: The management requirements for PBCA services issued in the RFP document has been deleted in its entirety and replaced via Addendum No. 7, issued on November 27, 2019. See Addendum No. 7.

Question 125. IV Scope of Work. 2) i. The Successful Offeror shall submit a completed Quarterly risk Assessment report to the CAOM within twenty (20) calendar days of receipt. This section refers to reports required under the PBT ACC. HPHA holds a contract with HUD under the IBPS requirements. Will the RFP be updated to include IBPS requirements and exclude PBT requirements?

Response: The management requirements for PBCA services issued in the RFP document has been deleted in its entirety and replaced via Addendum No. 7, issued on November 27, 2019. See Addendum No. 7.

Question 126. IV Scope of Work. 1) f) 1). Monthly Work Plan Report. Is this task referring to the IBPS ACC task monthly reports? If so, should it include the annual report as well?

Response: The management requirements for PBCA services issued in the RFP document has been deleted in its entirety and replaced via Addendum No. 7, issued on November 27, 2019. See Addendum No. 7.

Question 127. In order to calculate the proposed PBCA fee as discussed in Section E (1)(a)(1)(i), can HPHA provide a list of PBCA properties that includes the number of contract units and the HUD Fair Market Rent (FMR) used to calculate HPHA's fee?

Response: The average annual HPHA Administrative Fee received is \$1,083,066.

Question 128. Section E(1)(a)(1)(I) references the use of the "Contract Rent" when calculating the PBCA fee. Shouldn't the HUD Fair Market Rent be used to calculate the PBCA fee?

Response: The PBCA fee shall be calculated in accordance with the current HPHA ACC. Reference has been revised to reflect Fair Market Rent. See Part I above.

D. Low Income Housing Tax Credit (LIHTC) Training

Question 129. On page 40, 3(e) & (f), seem to contradict each other. (E) states that training services shall be in-person and interactive. (F) The training facilities will be provided by HPHA for training if they are done in person. Can the trainings be done remotely through webinars or teleconferences or must they be done in-person?

Response: Trainings session are required to be in person and interactive with facility to be provided by the HPHA in Honolulu. Subparagraph 3. f) has been amended via Addendum No. 3, issued on November 15, 2019.

Question 130. This service component describes as-needed LIHTC training. What is HPHA's expectation of the length of the trainings?

Response: The length of the training session is to be proposed by the offeror.

Question 131. Section 2: Scope of Work. IV.A.3. Low Income Housing Tax Credit (LIHTC) Training. Have any of your staff received tax credit training? If so, what company?

Response: No.

Question 132. Section 2: Scope of Work. IV.A.3. Low Income Housing Tax Credit (LIHTC) Training. Do you intend to work with a development consultant for your tax credit properties?

Response: This decision would be determined based on the best interest for the HPHA.

Question 133. Section 2: Scope of Work. IV.A.3. Low Income Housing Tax Credit (LIHTC) Training. What certifications do you require the LIHTC trainer to have?

Response: None.

Question 134. Section 2: Scope of Work. IV.A.3. Low Income Housing Tax Credit (LIHTC) Training. Do you anticipate needing assistance with applying for tax credits from this Contractor?

Response: No.

Question 135. Section 2: Scope of Work. IV.A.3. Low Income Housing Tax Credit (LIHTC) Training. What is your current (or anticipated) compliance process for tax credit properties?

Response: The HPHA does not have a compliance process for tax credit properties.

Question 136. Section 2: Scope of Work. IV.A.3. Low Income Housing Tax Credit (LIHTC) Training. What is the timeline for this training?

Response: On an as-needed basis, up to five (5) training sessions every 12-month contract period.

Question 137. Section 2: Scope of Work. IV.A.3. Low Income Housing Tax Credit (LIHTC) Training. Has there been any preliminary preparation completed for tax credit applications?

Response: No.

E. Rental Assistance Demonstration (RAD) Project Services

Question 138. We understand you are requesting a fixed-price for the RAD portfolio assessment and report. You then ask for a fixed-price for RAD application preparation and submission. Since it is unclear until the assessment report is done and accepted whether there will be a single RAD application for multiple projects or multiple applications for single projects, is it appropriate to provide a fixed-price by RAD application?

Response: The price proposal structure for the RAD service component has been amended via Addendum No. 3 to reflect an hourly rate fee structure. See Addendum No. 3 issued on November 15, 2019.

Question 139. The scope of work doesn't describe any activities beyond RAD application. Does HPHA anticipate it will need assistance once a CAHP(s) is received, i.e., third party consultant selection, leveraged financing, financing plan submission, closing, etc?

Response: The RAD service component has been amended to reflect post RAD application and other consultation services. See Addendum No. 3 issued on November 15, 2019.

Question 140. Can you please provide an AMP listing specifying the number of properties within each AMP?

Response: Yes. Below are is the AMP listing specifying the number of properties within each AMP:

Asset Management Project	Number of Properties
AMP 30	5
AMP 31	1
AMP 32	1
AMP 33	2
AMP 34	3
AMP 35	5

AMP 37	11
AMP 38	10
AMP 39	6
AMP 40	2
AMP 43	5
AMP 44	5
AMP 45	6
AMP 46	4
AMP 49	3
AMP 50	1

Question 141. For the Assessment Fee, is the requested all-inclusive fee based on per property assessment or for the entire portfolio?

Response: Assessment fee for RAD services has been amended via Addendum No. 3 to an all-inclusive hourly rate fee structure, no longer a one-time all-inclusive fee. See Addendum No. 3 issued on November 15, 2019.

Question 142. To be able to provide a one fixed fee for assessment of the portfolio, we assume it is based on an initial analysis of each AMP (and properties within each AMP) including analysis of CNAs, Operating Expenses, rents, as if the AMP or properties are converting with renovations or rehabs based on the CNAs and not new construction? Please confirm.

Response: New construction is likely in many instances depending on the best strategy for each property. Each case may vary. Assessment fee for RAD services has been amended via Addendum No. 3 to an all-inclusive hourly rate fee structure, no longer a one-time all-inclusive fee. See Addendum No. 3 issued on November 15, 2019. Offeror is to propose the methodology to complete the assessment.

Question 143. Does HPHA have PCNA for every property in the portfolio?

Response: No.

Question 144. Under Rev 4, new tools are available that allows mix and matching of properties in the portfolio with mix and matching of various new tools to maximize achievement of objectives. Whether it's using income averaging, using RAD/Section 18 blend, using transfer of Section 8 or other tools. These types of analyses are significantly more complicated and would also benefit from cost benefit and best use analysis of underlying real estate. Does HPHA anticipate such planning be carried out by the RAD consultant? If yes, would this strategic planning phase be on an hourly basis and would this be a

separate scope of work between the assessment phase and CHAP application?

Response: Yes, the HPHA anticipates RAD consultant to perform such services. RAD services has been amended via Addendum No. 3 to include a component for other consultation services as requested by the HPHA and compensation has been amended to an all-inclusive hourly rate fee structure, no longer a one-time all-inclusive fee. See Addendum No. 3 issued on November 15, 2019.

Question 145. HPHA describes an existing public-private development partnership:

a. Does HPHA intend to share existing development plans for any assets currently the subject of that development partnership?

Response: This decision would be determined based on the best interest for the HPHA.

b. Can those plans be amended should it be advantageous to HPHA?

Response: This decision would be determined based on the best interest for the HPHA.

c. How does HPHA envision the private partner and RAD consultant working together?

Response: The RAD consultant's relationship would be with the HPHA.

Question 146. Can the contractor provide an hourly fee for these services as this does not appear to fall under the assessment feasibility nor CHAP submission?

Response: Compensation for RAD services has been amended via Addendum No. 3 to an all-inclusive hourly rate fee structure, no longer a one-time all-inclusive fee. See Addendum No. 3 issued on November 15, 2019.

Question 147. For the Application Fee, is the fee amount based on per property? A single RAD application may include multiple properties.

Response: Compensation for RAD services has been amended via Addendum No. 3 to an all-inclusive hourly rate fee structure, no longer a one-time all-inclusive fee. See Addendum No. 3 issued on November 15, 2019.

Question 148. Would HPHA accept an hourly engagement for that strategic planning given its open-endedness?

Response: Yes. Compensation for RAD services has been amended via Addendum No. 3 to an all-inclusive hourly rate fee structure, no longer a one-time all-inclusive fee. See Addendum No. 3 issued on November 15, 2019.

Question 149. Will HPHA consider funding other due diligence items such as appraisals (as-is, unrestricted, land value, etc.), feasibility design, land planning, etc.?

Response: Yes. Such services may be classified as other RAD consultation services as requested by the HPHA, which will be compensated on an hourly rate fee structure. See Addendum No. 3 issued on November 15, 2019.

Question 150. Is HPHA expecting all RAD conversions to be in-place, LIHTC renovations? (I.e., this scope does not appear to seek a cost-benefit analysis of the use of transfers of assistance off site.)

Response: No.

Question 151. Does the RAD Application phase conclude once a CHAP is awarded? (I.e., is it assumed that assistance with navigating RAD conversions after receipt of CHAPs is beyond the scope described?)

Response: No. RAD consultant would assist the HPHA through conversion after receipt of the CHAP. The RAD service component has been amended via Addendum No. 3 to reflect post RAD application and other consultation services. See Addendum No. 3 issued on November 15, 2019.

Question 152. How does HPHA believe an Offerer will have sufficient time to review properties under the RAD component to reasonably put together a proposal that while be accurate in both price and scope for services?

Response: The RAD service component has been amended via this Addendum to include other RAD consultation services and to reflect an hourly rate compensation structure where total compensation is flexible and commensurate with the scope of services to be provided.

Question 153. Section 2: Scope of Work. IV.A.4. Rental Assistance Demonstration (RAD) Project Services. How many properties and units do you want to convert?

Response: Up to 5,332 units and 70 properties.

Question 154. Section 2: Scope of Work. IV.A.4. Rental Assistance Demonstration (RAD) Project Services. What type of conversion do you want to do (Project Based Section 8 or Project Based Rental Assistance)?

Response: This decision would be determined based on the best strategy for each property.

Question 155. Section 2: Scope of Work. IV.A.4. Rental Assistance Demonstration (RAD) Project Services. Will you convert existing housing, rehab, acquire or build?

Response: _____ The HPHA intends to convert existing and rehab.

Question 156. Section 2: Scope of Work. IV.A.4. Rental Assistance Demonstration (RAD) Project Services. Do you have relocation or tenant protection vouchers?

Response: No.

Question 157. Section 2: Scope of Work. IV.A.4. Rental Assistance Demonstration (RAD) Project Services. How many households would have to be relocated?

Response: Up to 5,332 households.

Question 158. Section 2: Scope of Work. IV.A.4. Rental Assistance Demonstration (RAD) Project Services. Do you have funds set aside for relocation?

Response: No.

Question 159. Section 2: Scope of Work. IV.A.4. Rental Assistance Demonstration (RAD) Project Services. Who will provide relocation services?

Response: This decision would be determined based on the best strategy for the HPHA.

Question 160. Section 2: Scope of Work. IV.A.4. Rental Assistance Demonstration (RAD) Project Services. Who will issue the relocation voucher or tenant protection voucher?

Response: This decision would be determined based on the best strategy for the HPHA.

Question 161. Section 2: Scope of Work. IV.A.4. Rental Assistance Demonstration (RAD) Project Services. Have you submitted a RAD application? If so, what is the status of that application?

Response: No.

Question 162. Section 2: Scope of Work. IV.A.4. Rental Assistance Demonstration (RAD) Project Services. Have you had Green Physical Needs Assessments (GPNAs) performed on all of your properties that you hope to convert?

Response: No.

Question 163. Section 2: Scope of Work. IV.A.4. Rental Assistance Demonstration (RAD) Project Services. You mention "RAD/tax credit" properties. Do you hope to convert a current tax credit property? How do you anticipate using these two programs together?

Response: No.

Question 164. Section 3: Proposal Forms and Instructions. III. E. 1. d. Rental Assistance Demonstration (RAD) Project Services. Are all of the properties you hope to convert to RAD similar in nature? If not, how do you suggest the proposer provide a fixed fee for varying levels of complexity in the conversion process.

Response: All of the properties that the HPHA intends to convert are not similar. The price proposal structure for the RAD service component has been amended via Addendum No. 3 to reflect an hourly rate fee structure. See Addendum No. 3 issued on November 15, 2019.

Question 165. Section 2: Scope of Work. IV. A.4. Rental Assistance Demonstration (RAD) Project Services. For items that are fixed fee, can the fee be adjusted annually to accommodate increases in salaries?

Response: Yes. The HPHA will consider request for increases as a result of wage increase to public officers and employees during the contract period or any option period that are not published by the State Department of Human Resources Development at the release of this RFP. See paragraph D. Wages and Labor Law Compliance on page 5 of the RFP.

Question 166. Section 2: Scope of Work. IV.A.4. Rental Assistance Demonstration (RAD) Project Services. What involvement do you anticipate the Contractor having after the application has been submitted?

Response: Scope requirements for post RAD application and RAD consultation services were added via Addendum No. 3 issued on November 15, 2019.

Part III – Clarification:

Clarification is hereby provided for the Section 8 PBCA scope requirements issued in Addendum No. 7 as follows:

The scope requirements provided for the Section 8 PBCA services are not all inclusive. The PBCA scope provided in Addendum No. 7 require that "The Successful Offeror shall perform Section 8 PBCA Services in compliance with all HUD regulations and other requirements in effect during the term of the current HPHA ACC, as amended by HUD, to include without limitation....", as such, the scope requirement provided in the RFP and related addenda for the Section 8 PBCA services are not all-inclusive. the Successful Offeror will need to provide services in compliance with all HUD and ACC contract requirements.

Please contact Ms. Tammie Wong, RFP Coordinator, at (808) 832-6071 should you have any questions. Thank you.

